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CIA-RDP70-00211R[redacted]

RECORDS CENTER MONTHLY STATISTICAL SUMMARY [redacted]

MONTH: September 1958

I. ACCESSIONING, DISPOSITION, HOLDINGS

25X1A9a 25X1A9a

ACTIVITY (Items 2 through 10 in cubic feet)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
1. ACCESSION JOBS (Number)	94	300	
2. RECORDS ACCESSIONED	551	2,232	37,732
3. RECORDS DISPOSED OF AT CENTER	274	537	3,485
4. RECORDS TRANSFERRED FROM CENTER	18	189	7,997
5. RECORDS HOLDINGS	26,250		
6. DISTRIBUTION MATERIAL RECEIVED	231	690	21,201
7. DISTRIBUTION MATERIAL DISPOSED OF AT CENTER	94	318	6,113
8. DISTRIBUTION MATERIAL TRANSFERRED FROM CENTER	41	153	3,874
9. DISTRIBUTION MATERIAL HOLDINGS	*12,515		
10. TOTAL HOLDINGS	38,765		

II. REFERENCE SERVICES

SERVICE (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE	ESTABLISH TO DATE
11. RECORD DOCUMENTS LOANED	898	2,852	56,874
12. INFORMATIONAL REQUESTS	255	1,146	6,342
13. INFORMATION REPORTS	193	706	
14. INTELLIGENCE REPORTS	3,934	15,407	
15. ADMINISTRATIVE ISSUANCES	908	2,168	
16. TOTAL	6,188	22,279	

III. DISTRIBUTION MATERIALS RECEIVED

MATERIAL (Number)	REPORTING PERIOD	FISCAL YEAR TO DATE
17. INTELLIGENCE REPORTS		
A. INITIAL RECEIPT	12,220	39,749
B. RETURNS	4,422	11,270
18. ADMINISTRATIVE ISSUANCES	1,652	12,409
19. TOTAL	18,294	63,428

IV. REPRODUCTION SERVICES

PROCESS (No. of pages)	REPORTING PERIOD	FISCAL YEAR TO DATE
20. OZALID	1,240	2,586
21. PHOTOCOPY	145	479
22. DITTO	40	262
23. TOTAL	1,425	3,327

V. SHELVING UTILIZATION

SPACE (Cubic feet)	REPORTING PERIOD
24. TOTAL CAPACITY	71,250
25. UTILIZED	38,765
26. COMMITTED	10,557
27. AVAILABLE	21,928

FORM NO. 490j
1 MAR 57

*Includes 2,300 cubic feet of Records - Map Negatives

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